



All-StAR News

All State Agencies Recycle

MD Department of the Environment
Land Management Administration
www.mde.maryland.gov/recycling

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Source Reduction: Preventing Waste Before It Happens

Source reduction, also known as waste prevention or pollution prevention, is the elimination of waste before it is created. Due to its environmental benefits, source reduction is the highest strategy in the solid waste management hierarchy. Coupled with recycling and reuse, they together represent an environmentally sound materials management strategy.

The practice of source reduction benefits the environment through reduced energy consumption and pollution, and conservation of natural resources (by using less material in manufacturing. It can also have economic benefits by reducing costs associated with transportation, disposal or recycling of waste. Below are a few examples of source reduction that can be practiced at your office:

- Make double-sided copies
- (Executive Order 01.01.1991.20 states "To the greatest extent practicable, within State Agencies, photocopied and printed reproductions of original multi-page documents should be made utilizing both sides of a sheet of paper")



- Circulate one copy of a memo rather than issuing one copy to every employee or circulate electronically
- Request that your office be removed from catalog and junk fax mailing lists
- Post announcements on bulletin boards or e-mail announcements to employees
- Submit documents electronically instead of paper copies.
- Utilize online reporting if possible.
- Use the back of old letterhead and memos for copies of drafts and internal documents.
- Compose, edit, and submit for approval all documents on computer prior to printing
- Edit and store documents on

Eleven State Agencies Reach 30 Percent Recycling Rate in 2016

State government, as a whole, is required to recycle 30 percent of its waste. In 2016, eleven State agencies recycled at least 30 percent of their waste and eight agencies recycled more than 40 percent. State government, as a whole, recycled 30.09 percent of the waste it generated.

The following State agencies reached a recycling rate of at least 30 percent in 2016:

- Comptroller of Maryland;
- Dept. of Assessments & Taxation;
- Dept. Of Environment;
- Dept. of Transportation;
- Maryland General Assembly;
- Maryland Automobile Insurance Fund;
- Maryland Environmental Service;
- Maryland Insurance Administration;
- Maryland Stadium Authority;
- Subsequent Injury Fund; and
- University System of Maryland.

Results, as of August 31, 2016, for all State Agencies are available on

Continued on Page 2

Continued on Page 2

Google drive instead of using paper files

- Update distribution lists
- Replace towel dispensers with hot air hand dryers
- Donate unused furniture and equipment
- Use rechargeable batteries

The Maryland Department of the Environment (the “Department”) has an Environmental Management System Team (EMS). The team meets quarterly and has been empowered by the Office of the Secretary to make significant source reduction changes at the Department. For example, the EMS Team has been very active in promoting paper reduction projects. In March 2015, it sent a Department-wide survey asking about current and potential paper reduction practices. The survey results provided over 80 practical ideas. The EMS team has implemented 12 of these to date and undertakes a number of new initiatives each year while also monitoring efforts among individual departments. Some of these practices include the following:

- The Department encourages employees to reduce printing and faxing by viewing documents online and requesting information (bid, proposals, data, etc.) in electronic format. The Department also encourages employees to use Fortis, a document management system that has been in use at the Department since 1998. Fortis has a proven track record of success in streamlining

administrative processes and reducing paper use and more programs at the Department are adopting this system.

- The mail room at the Department’s headquarters collects more than 520 pounds of unwanted mail each year, including mail to former employees. One of the Department’s summer interns worked through several bins of this mail to remove the Department’s address from mailing lists. Department employees have also been encouraged to remove their names from mailings that they are no longer interested in receiving by calling directly or through www.dmachoice.org or the online app PaperKarma.
- Each of the Department’s fax machines receives up to 150 pages of junk faxes per year. With about 35 fax machines at Montgomery Park alone, that’s nearly 10 reams of paper. Our summer intern made phone calls to remove the Department fax extensions from a number of unwanted fax lists and the Department’s employees were encouraged to do the same. The Department is also actively exploring how to phase out fax machines.
- The Attorney General’s Office at the Department uses the electronic filing option provided by county courts and provides electronic records to opposing counsel to reduce paper use.
- The Department successfully initiated a rule change to Maryland Rule 7-202 to allow state agencies to give electronic notice to interested parties of

the filing for a petition for judicial review, if the person has consented to electronic notice. The prior rule required notice by first class mail. The rule was signed on December 13, 2016 and will have a significant impact on paper usage.

- In 2014, the Department instituted a new All StAR online reporting system to capture the annual recycling data, replacing the paper version of the annual report.

Other source reduction activities employed by the Department include:

- Reusable plates, cups and utensils are used for all agency-wide meetings and social events.
- Unwanted office supplies are redistributed through the Department’s Swap Area and unwanted office equipment is sent to a government surplus site for reuse.
- The Department also holds regular freecycle events that allow employees to give away and exchange items from home.

Continued from page 1

the Maryland State Agencies 2016 Recycling Rates Table (see attached table).

Further details are available on the Department’s State Agency recycling webpage accessible at

mde.maryland.gov/recycling

Agency Name	No. of Sites	No. of Sites Reporting	Total MRA Recycling 2016 (tons)	2016 MRA Recycling Rate (%)
Baltimore City Community College	1	1	7.50	1.09
Comptroller of the Treasury	1	1	107.48	78.87
Department of Agriculture	2	2	31.37	24.06
Department of Assessments and Taxation	15	13	29.93	43.76
Department of Budget and Management	1	0	0	NR
Department of Education	28	30	61.11	19.76
Department of General Services	23	23	163.34	15.48
Department of Health and Mental Hygiene	18	8	569.97	12.23
Department of Human Resources	33	26	579.24	19.01
Department of Juvenile Services	15	15	493.02	18.02
Department of Labor, Licensing & Regulation	14	9	158.58	23.69
Department of Natural Resources	5	2	6.97	10.23
Department of the Environment	5	5	38.98	37.17
Department of Transportation	83	83	10,033.20	42.20
Department of Veterans Affairs	12	7	195.58	23.53
Dept. of Housing and Community Development	3	0	0	NR
Dept. of Public Safety and Correctional Services	35	9	1985.44	21.34
Gov's Office Crime Control Prevention	1	0	0	NR
Judiciary of Maryland	2	2	41.20	27.39
Maryland Automobile Insurance Fund	1	1	139.02	40.06
Maryland Department of Disabilities	1	1	0.10	1.26
Maryland Department of Planning	1	1	8.20	12.35

Agency Name	No. of Sites	No. of Sites Reporting	Total MRA Recycling 2016 (tons)	2016 MRA Recycling Rate (%)
Maryland Environmental Service	4	4	16.88	58.73
Maryland Food Center Authority	1	1	262.81	3.49
Maryland General Assembly	1	1	115.10	37.53
Maryland Insurance Administration	1	1	23.68	61.28
Maryland Military Department	33	33	59.26	9.25
Maryland Public Broadcasting Commission	1	1	70.00	18.60
Maryland School for the Deaf	2	2	117.38	29.25
Maryland Stadium Authority	2	2	10,01.63	36.20
Maryland State Archives	1	1	1.20	12.00
Maryland State Police	28	28	222.13	18.23
Morgan State University	1	1	181.95	10.90
St. Mary's College of Maryland	1	0	0	NR
Subsequent Injury Fund	1	1	4.67	81.08
University of Maryland System	17	17	9012.18	40.27
TOTAL	394	332	24,749.1	30.09